



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE TECHNICIAN (part-time)

Unclassified/Hourly

RECRUITMENT NUMBER: 05-220

276 FOURTH AVENUE
CHULA VISTA, CA 91910

SALARY: \$20.03-\$24.34/ Hourly
EXTENDED FILING DEADLINE: 5 PM, MONDAY, SEPTEMBER 12, 2005

POSITION SUMMARY

This part-time (20 hours), non-benefited position will be directly involved in the performance monitoring of Chula Vista Transit (CVT) and the transit contractor. This position will assist with customer service, public information, service change implementation, and keeping the vehicles and facilities clean and professional. This position entails office work as well as fieldwork and will require the ability to work some weekend and evening hours.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: develop, coordinate, and implement program activities of a technical area of assignment related to department activities; respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers; perform technical duties related to area of assignment including interpreting, analyzing and determining compliance or acceptance of information and materials; prepare reports to document results performed; assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents; establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required; ensure area of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance; review and verify documents related to department activities including budgets, grants, claims, public information, legislation, classification, recruitment and selection, employee benefits, personnel actions, and/or other related information; establish and maintain filing and reporting systems as necessary; provide relevant information to relevant parties; prepare and type correspondence and compile and type reports; compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of education and training equivalent to completion of 60 units of college level course work; including completion of the general education requirements leading to an Associate of Arts degree, and three years of responsible administrative clerical or technical experience preferably in the subject area to which assigned. **LICENSE:** Must have a valid California Driver's license.

Knowledge, Skills and Abilities: **Knowledge of:** the principles and practices of administrative and/or technical areas including, but not limited to, claims, legislation, public information, budget, grants and personnel, research methods and techniques; computer software, including word processing, database, spread sheet and accounting applications; English usage, spelling, punctuation, grammar, arithmetic, basic mathematical calculations and statistical methods; modern office procedures, methods and computer equipment. **Ability to:** know and understand all aspects of the job; identify and interpret technical and numerical information; perform independent research in carrying out technical and administrative duties; collect, compile, analyze and present data in a meaningful way; develop and implement various data collection and reporting systems; review budget submissions and revisions for mathematical and accounting accuracy; understand and interpret complex policies, procedures and regulations; obtain information; handle multiple project assignments; deal firmly and courteously with the public; analyze situations quickly and objectively to determine proper course of action; use a personal computer and office equipment necessary for successful job performance; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and /or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight (up to 40 lbs.)

Assigned Staff: Cleve Jacobs, (619) 585-5743, cjacobs@ci.chula-vista.ca.us • Revised: 08/23/05
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095





E M P L O Y M E N T O P P O R T U N I T Y

A P P L I C A T I O N P R O C E S S

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.